



USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72066322R10004

ISSUANCE DATE: 06/15/2022

CLOSING DATE/TIME: 06/29/2022

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) to serve as **Accountant (USAID)** in the office of Financial Management.

Dear Prospective Candidates:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Candidates should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attachment.

Sincerely,

Linda Gregory
Supervisory Executive Officer

U.S. Agency for International Development US Embassy Entoto Road P. O. Box 1014 Addis Ababa, Ethiopia	Tel. : 251-11-306002 Fax : 251-11-242438 Website: www.usaidethiopia.org	USA Address: 2030 Addis Ababa Place Washington, DC 20521-2030
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72066322R10004
- 2. ISSUANCE DATE:** 06/15/2022
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 06/29/2022, no later than 5:00 p.m (EAT) (close of business).
- 4. POINT OF CONTACTS:** Linda Gregory, Supervisory EXO and Fekadu Tamirate, HR Specialist, e-mail at ***addisusaidjobs@usaid.gov***.
- 5. POSITION TITLE:** Accountant (USAID)
- 6. MARKET VALUE:** \$18,740 – \$33,728 yearly i.e., equivalent to FSN - 10. In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Ethiopia. Final compensation will be negotiated within the listed market value. Salary will be paid in local currency at the exchange rate in effect when the payroll is processed.
- 7. PERIOD OF PERFORMANCE:** Five (5) years. The services provided under this contract are expected to be of a continuing nature through a series of sequential contracts, subject to continued need, satisfactory performance, and the availability of funds.

The expected period of performance will be *from 10/29/2022 – 10/28/2027*.
- 8. PLACE OF PERFORMANCE:** *US Embassy, Entoto Road, Addis Ababa*, with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCNs). “Cooperating country national” means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Facilities access.

11. STATEMENT OF DUTIES*1. General Statement of Purpose of the Contract*

USAID/Ethiopia is one of the Agency’s largest Missions implementing Economic Growth, Health, Education, Democracy and Governance, and Asset and Livelihood programs. The Mission also provides Regional support and oversight services to USAID/Djibouti, OFDA, and USAID/African Union. It has been the Accounting station for USAID/Djibouti since October 2015. The Regional Project Accountant is responsible for performing full range of project accounting in managing, directing and maintaining accounting systems with an operational yearly budget (OYB) of approximately \$332.8 million (USAID/Ethiopia \$297 million, USAID/Djibouti, USAID/OFDA \$370K and USAID/AU \$). The incumbent reviews, analyzes, reconciles, and provides funds availability clearance on full range of

funding documents; provides oversight, monitoring and control of funds usage to ensure the availability of budget allowance; analyses past, current, and future burn rates and project pipelines to ensure that adequate funding for programs and activities are available; reviews outstanding fund balances and prepares accrual worksheet and records in Phoenix ; prepares the monthly 1221 reconciliations, follows-up and clears all aged items over 90 days, and ensures that the mission complies with the Agency's Policies and Procedures. S/he initiates modifications and or introduces new methodology necessary for the effective and efficient use of agencies approved accounting systems by the Office of Financial Management (OFM). S/he provides guidance and advice on project funded activities of President's Emergency Plan for AIDS Relief (PEPFAR), Health Aid Population & Nutrition (HAPN), Economic Growth & Transformation (EG&T), Education & Youth, Democracy & Governance, and Asset & Livelihood Transition (ALT) portfolios. The incumbent needs to be knowledgeable of various computerized accounting, procurement and reporting systems such as Phoenix, E2i, e-CART,ILMS/ARIBA, and GLAAS etc. that are critical to ensure consistent, structured and accurate preparation of the Mission financial reports, Agency periodic & special reports, as well as for responding to the financial enquiries by USAID/W, Mission management, clients and auditors. The incumbent is under the direct supervision of the Chief Accountant but ultimately reports directly the status of all program funded activities to the Controller or Financial Management Officer (FMO) and Senior Management Team. S/he backups the Operating Expense (OE) Accountant and Budget Analysts in formulating the, Cost of Operation Budget (COB), and preparing quarterly OE funds spend plan for the Mission and its client Missions. Also, serves as the primary backup for the Accounting Systems Coordinator for the Mission's GWA report and the monthly final SF224 cash reconciliation with the Treasury, and response to USAID/W and the Mission management's request. Also, s/he is an alternative back-stop to the Chief Accountant.

2. Statement of Duties to be Performed

Project Accounting (35%)

The regional project accountant performs specialized financial management and accounting operations in support of all program funded activities for USAID/Ethiopia and its client Missions (USAID/Djibouti, USAID/Africa Union and OFDA).

S/he uses Phoenix as a primary automated accounting system platform to record, control and report on all program activities of USAID/Ethiopia, USAID/Djibouti, USAID/OFDA and Africa Union (AU). Ensures the integrity of the accounting system for all transactions such as budget, acquisitions, accounts payable, bills for collection, and accrual subsystems are properly and correctly incorporated and accounted for. In addition, s/he works on E2i travel authorizations, ILMS/ARIBA Embassy procurement system, GLAAS and e-CART cash reconciliation. S/he coordinates with the controllers, IT team, OAA, EXO, M/CFO and the Embassy/Procurement to ensure an appropriate accounting and procurement systems are in place and used. Also, assists the technical teams on GLAAS-Phoenix transactions interface and fund cite related issues.

- Performs full range of project accounting, Provides funds availability clearance/information on activity implementation documents. Prepares and/or reviews commitment and obligation documents and ensures that transactions are accurate, and compliance with the Agency

Financial Management Policies and Procedures. Establishes and maintains formal accounting records through Phoenix.

- Provides information and advice to the mission management, Technical office, host country counter parts and concerned USAID/Washington Personnel through reports and special studies on all types of project funded accounting transactions on the progress of financial plans, funding requirement, and opportunities/ savings
- Reviews, tracks, maintain records and provide funds availability clearance on all funding documents including Strategic/Development Objective Bilateral Agreements with the Ethiopia Government, the Government of Republic of Djibouti, and African Union. Also, prepares and or clears a Modified Acquisition and Assistance Request Documents (MAARD), Journal Vouchers, Travel authorizations (international and local trips), Purchase order, SF1081s, SF1190s, SF182, Lease documents, Employee Contracts, grants, implementation letter, miscellaneous obligation document, and so on.
- Downloads Voucher Activity Detail Report (VADR) from the Charleston website (SHIFT account) on monthly basis; converts the document to a workable format and save on a shared drive for manual posting in Phoenix. Verifies each VADR transaction before posting for correctness and availability of obligation. Ensures that VADRs aged over 90 days are identified and closely followed-up and recorded in Phoenix. For other Mission (s) transactions, contacts the staff and clears as soon as possible.
- Receives and or sends all Intra-Agency-Payments (IPAC) charges from/to Washington/other Missions. Ensures that all outstanding IPACs are properly identified and recorded in Phoenix, and reconciled in the SF-224 Financial Report.
- Coordinates with the EXO and technical offices, and develops accruals for all administrative support cost of the Mission and its client Missions. Also, advises and coordinates with the financial analysts on a quarterly accrual activities, including the preparation of accrual worksheets. Verifies accrual figures computed by the AORs/CORs and posts in Phoenix on quarterly basis.

Funds Control and Compliance (30%)

- Analysis past and current expenditure rates, current and projected pipelines, and projected burn rates to ensure that adequate funding is always maintained and accurate accruals are prepared.
- In coordination with the financial analysts, conducts financial reviews of prospective grantees to determine the adequacy of their accounting systems, internal controls, and their capability to manage USAID grants.
- Conducts 1311 reviews in accordance with USAID's Financial Management Policies and Procedure. Monitors expenditures to ensure that budgets are not exceeded. Tracks, analyzes, adjusts and maintains records of all un-liquidated obligations, and ensures that obligations are in compliance with the Congressional notification and other USG regulation requirements. Assesses and plans for upward adjustments of obligation, de-obligation of excess funds. Updates the Mission Management Team on the status of Unliquidated Obligations (ULOs) and excess/shortage of funding as deemed necessary
- Reviews all contracts and purchase order closeouts to ensure that all requisite activities are included in the closeout process and that all un-liquidated funds are reconciled.
- Advises the contracting officers, EXO, A/CORs and Chief Accountant on the amounts available for de-obligation and reprogramming. Identifies alternative sources of funds to cover

unexpected payments and recommends on de-obligation of excess funds.

Financial Reporting (20%)

- The incumbent provides the mission management, client missions and customers with accurate and timely financial reports including the status of Project Funded Operational Costs (PFOC), Pipeline reports, cost analysis, ICASS workload count and budget analysis report, and so on. Customers include the U.S. Embassies, Africa Bureau, Washington CFO office, Office Directors, technical staff, various project managers and team leaders, other Agency officials, implementing partners and the Government of Ethiopia. Prepares and submits monthly, quarterly and annual financial and or data call reports to the Mission Management and/or USAID/W personnel. Performs the monthly SF 1221 and SF 224 cash reconciliation with the US Disbursing Offices (USDOs) and the US Treasury respectively. Prepares SF1081s for payroll appropriation differences with the USDO and makes sure that all appropriations are reconciled with the U.S. Treasury GWA records.
- Provides subject matter expert accounting advice and assistance to the Payment Section staff and prepares journal voucher to correct erroneous payment and or collections related transactions.
- In coordination with the Controller, Chief Accountant or Financial Analysts addresses audit findings/issues providing required supporting document and or explanations.
- Serves as the main Point Of Contact for ICASS related matters which includes reviewing and updating workload counts, conducting budget reviews, reviewing ICASS invoices for accuracy before the Controller and Mission Director's approval and signature; and providing fund sites for the ICASS bills.
- Prepares the monthly Treasury Account reconciliation file certifications and the annual certification of completion and maintenance of file documentation supporting the monthly Treasury Account reconciliations for the Controller's signature.
- Maintains and reports on the quarterly USAID Financial Data Collection Tool, including property plant and equipment (PP & E), operating leases, expendables, vehicles, Unfunded accrued annual leave balances, and Voluntary FSN Separation Trust Fund . Also prepares an Intra-Agency Transfer Agreement (632B) for IT Cost Recovery, funds and sends the report to M/CIO. Works on the annual validation of PP & E assets.

Others (Back-stop, Budget Formulation, Training and others, 15%)

- A primary back-stop to the OE Accountant and Budget Analyst in performing a day-to-day functions and in formulating the, Cost of Operation Budget (COB), and preparing quarterly OE funds spend plan for the Mission and its client Missions.
- Also a primary back-stop for the Accounting Systems Coordinator for GWA and final SF224 reporting, and an alternative back-stop to the Chief Accountant.
- Prepares and designs training materials on different accounting topics for presentation to the new OFM staff, technical team, Mission management and implementing partners.
- Performs additional job responsibilities as assigned by the Chief Accountant, Deputy Controller or Controller.

The contractor is eligible for travel to the U.S., or to other locations abroad, for training, for temporary duty, or to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

The Chief Accountant is the first line supervisor of the Regional Project Accountant position and provides on the job training, task specific coaching and other advice and assistance as required. Completed work is reviewed for professional, technical adequacy, compliance with USAID Policies and Procedures, conformance with good accounting practices, and general quality levels. However, the incumbent is expected to perform in a professional manner with considerable independence and responsibility within his/her portfolio(s) of assignment.

4. Supervisory Controls

This is a non-supervisory position

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A University degree in Accounting, Finance, Business Administration or other related field.
- b. **Prior Experience:** A minimum of five years of progressively responsible experience in professional accounting and financial management.
- c. **Language:** Level IV (fluent) in English and Amharic and /or other local language.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with candidates in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of candidates with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of candidates in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

Rating factors are used to determine the competitive ranking of qualified candidates in comparison to other candidates. Candidates must demonstrate the rating factors outlined below within their resume, as they are evaluated strictly by the information provided. The rating factors are as follows:

EVALUATION FACTORS

EDUCATION (10 points): Points will be given for (1) education above the minimum level and/or (2) ACCA/CPA Certification, and/or (3) specialized training pertinent to the position.

WORK EXPERIENCE (40 points): Points will be given for (1) experience above the minimum levels required, (2) specialized experience pertinent to the position, (3) experience in development organizations that are large and/or international.

KNOWLEDGE (30points): Demonstrated knowledge and understanding of professional accounting principles, theories, practices and terminology as well as the principles and procedures of the host government and business financial accounting, budgeting and reporting.

SKILLS AND ABILITIES (30points): Demonstrated analytical skills and sound judgment. Ability to compile and present detailed financial information in a concise and professional manner. Demonstrated ability to analyze and develop procedures and internal controls to ensure the integrity of financial data. Demonstrated ability to understand and implement financial management operations required by law or regulation. Communication skills to establish and maintain effective working relationships with various stakeholders. Word processing and spreadsheet skills and use of office software, including Microsoft Word, Excel, and power point.

INTERVIEW PERFORMANCE (40 points)

WRITTEN TEST (30 points)

REFERENCE CHECKS (30 points)

BASIS OF RATING: Candidates who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors.

Candidates should address these factors in the offer package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

The **highest-ranking applicants** may be selected for an interview and written test. Interviews may be conducted either in person or by telephone/video call at USAID's discretion. Final rating and ranking for the candidates will be based on the initial evaluation of the applications, interview performance, and written test. USAID/Ethiopia will not pay for any expenses associated with interviews.

Reference checks will be conducted only for the highest-ranking candidates and will be handled separate from the technical evaluation. Please be advised that references may be obtained independently from other sources in addition to the ones provided by an offeror. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the candidate's cover letter, and USAID will not contact those references without contacting the candidate.

IV. SUBMITTING AN OFFER

Eligible Offerors are required to complete and submit

1. the offer form DS-174 (Application for U.S. Federal employment) along with a cover letter The DS-174 Application form can be found in the U.S. embassy website <https://et.usembassy.gov/embassy/jobs/>; or <https://www.usaid.gov/ethiopia/work-with-us/careers/ds-form-174-ccn-application>.
2. a resume in English
3. a written statement that responds to the requirements of the position (Section III: Evaluation and Selection Factors), and
4. contact information for a minimum of three and a maximum of five references, including at least two references with direct knowledge of the offeror's past performance.

Further Guidance:

To ensure consideration of offers for the intended position, offerors must prominently reference the Solicitation Number in the offer submission.

Application must be submitted **ONLY** via [*addisusaidjobs@usaid.gov*](mailto:addisusaidjobs@usaid.gov) and the email subject must say– solicitation **72066322R10004, Accountant (USAID)**. *Be sure to include your name and the solicitation number at the top of each page.*

Please do not submit more than one application; and

The application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time, or EAT). Late and incomplete applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Candidates will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

Group life insurance, medical coverage, annual leave and sick leave.

2. ALLOWANCES (as applicable):
Meal allowance and miscellaneous benefit allowance.

VII. TAXES

Cooperating Country Nationals are expected to comply with all relevant Ethiopian laws and regulations.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. PSC Ombudsman

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Ethiopia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Ethiopia also strives to achieve equal employment opportunity in all personnel operations.

The EEO complaint procedure is available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.